

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Buyer II

DATE: June 2011

REVISED: December 2022

PAY GRADE:

LOCATION: District Office

SUMMARY: Under the direction of the Procurement Manager, this position is responsible for the procurement of a wide variety of services, supplies, and equipment in accordance with established guidelines, policies, and regulations. Work includes reviewing purchase requisitions, processing purchase orders, preparing contracts for execution, and facilitating competitive bid processes to ensure best value to the District.

DUTIES:

1. Reviews all requisitions for completeness, ensuring description, delivery date, and appropriate approval, in accordance with district procurement policies.
2. Assists staff in developing specifications, preparing forms, advertising and facilitating Invitation to Quote processes including carrying out evaluation, award and contract execution.
3. Locates, develops and maintains sources of supply, including analysis and evaluation of current market conditions and trends. Visits suppliers, establishing and maintaining rapport with them, and disseminates appropriate information to internal users.
4. Evaluates and negotiates prices, discounts, credits, warranties, delivery, F.O.B. point, tax status, quality and suitability of product.
5. Prepares and processes purchasing documentation and ensures that all pertinent information of the contractual obligation is reflected on the records.
6. Communicates purchasing policies and requisition procedures to School District staff as to suitability and availability of products.
7. Processes claims against suppliers for unsatisfactory service or for goods damaged in transit.
8. Monitors open transactions, reports on their value and activity. Initiates additional contracts as appropriate.
9. Monitors the day-to-day application of purchasing procedures. Recommends appropriate changes to existing policy and procedures as required to sustain or enhance purchasing performance.
10. Arranges for sale or proper disposal of obsolete or surplus equipment or negotiates between schools and departments the transfer of equipment to obtain best overall value and utilization of District-owned inventory.

11. Establishes service contracts for medium to large scale maintenance projects.
12. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a diploma in business operations/procurement, or equivalent combination of recognized courses in supply chain management, training, and experience.
2. A minimum of three (3) years' experience in the field of procurement, preferably in the public sector.
3. Proficiency with computers and a variety of software applications, including word processing and spreadsheet skills at an intermediate level.
4. Knowledge of supply sources, market conditions and vendor performance.
5. Ability to make arithmetical computations quickly and accurately and to organize and prioritize high-volume work.
6. Ability to make analytical and logical evaluations, measuring quality and suitability vs. prices and other related factors.
7. Demonstrated ability to communicate effectively and harmoniously with staff and vendors.
8. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:
